Alumni Chapter Handbook

LKYSPP Alumni Relations Team

Updated as of December 2024

WHO ARE LKYSPP ALUMNI?

Graduates of Lee Kuan Yew School of Public Policy (LKYSPP)'s degree programmes.

WHAT IS AN LKYSPP ALUMNI CHAPTER?

An LKYSPP Alumni Chapter is an organised group of LKYSPP alumni that represents the interests of all alumni in a particular region. This region can be a country, a city (e.g. Shanghai), or a sub-continent (e.g. Europe). To set up an Alumni Chapter, there should be at least 20 alumni who are from or based in the defined region and a dedicated Committee to run the Chapter.

EXPECTATIONS OF AN ALUMNI CHAPTER

Engage and Connect
- Create a vibrant alumni network through events, community service and other engagement to further the mission of the School;
- Act as a liaison between alumni in the region and the School by updating the Alumni Relations team on the Chapter's activities and alumni's professional movements and accomplishments, as well as communicating the latest developments of the School to the alumni;
- Maintain alumni database, in accordance with the respective laws, and provide the School with updated employment information of our alumni timely and regularly (e.g. every six months);
- Connect with and encourage fellow LKYSPP alumni living in the Chapter's region to develop closer ties with the School;

Support and Promote
- Offer advice to alumni who are looking to relocate to the Chapter's region;
- Provide support to the School, and its students and alumni, on career opportunities, professional development and/or student recruitment;
- Promote the interests of LKYSPP and its alumni, and fully comply with NUS and LKYSPP branding guidelines;
- Support NUS in realising its vision to be a global university centred in Asia.

Take the Lead
- Attend annual Chapter Presidents' Meeting, which usually takes place in end July via Zoom
- Provide Annual Report from Chapters (1-2 pages, ideally with photos)

KEY PERFORMANCE INDICATOR & ASSESSMENT

A Chapter Committee should organise at least two well-attended events every year, targeting the LKYSPP community and alumni network.

The Chapter Committee will be first assessed in the eighth month of its term.
- Scenario 1. If the Committee passes the first assessment, it will undergo a second assessment in its 20th month. If it passes again, the committee may be invited to renew its tenure for one more term. If it fails this second assessment, its term will end on the date indicated in the Letter of Appointment.
- Scenario 2. If the Committee fails the first assessment, the Alumni Relations Team will provide necessary guidance and support to the Committee to help it succeed. The

Committee will then be assessed again in its 16th month. If it passes this second assessment, the committee may proceed until its full term ends. The Committee may be invited to renew its tenure for one more term. However, if it fails this second assessment, its term will end on the date indicated in the Letter of Appointment.
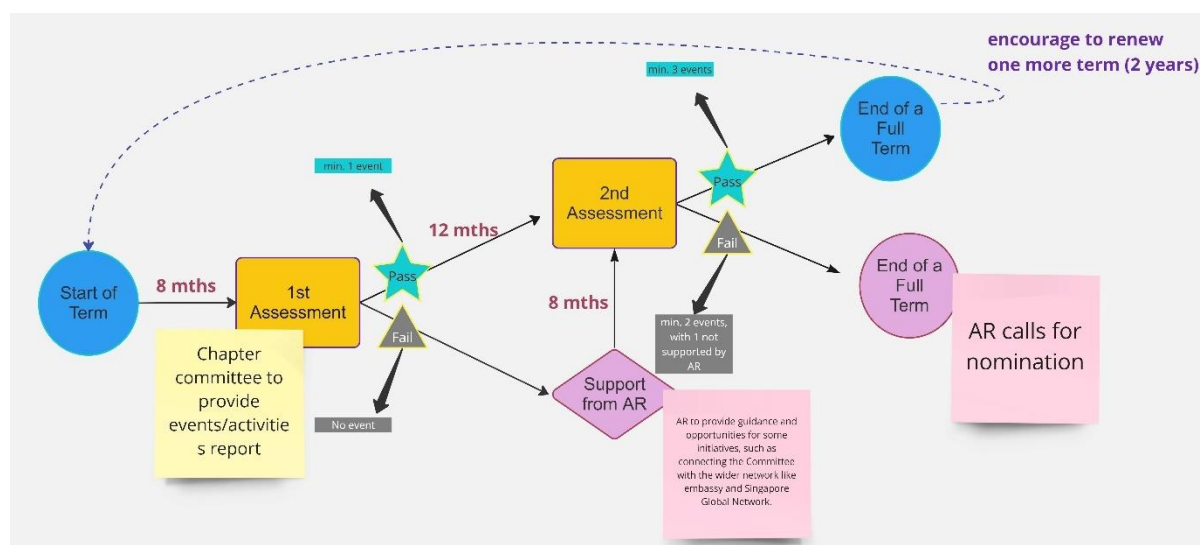
OFFICIAL RECOGNITION

Alumni Chapters are not units or bodies under the management and control of the University but are each separately governed by its own constitutions and Alumni Chapter Committee. The Chapter is an association which generally seeks to promote the interests of the University and LKYSPP and generate support for the University's educational, research and outreach programmes. The Chapter should not be a registered society, unless required by law in certain countries/regions. If such a need arises, the respective Alumni Chapters will need to submit a proposal to the Alumni Relations Team at lkysppalumni@nus.edu.sg.

STRUCTURE

An Alumni Chapter Committee should at least comprise a President and a Treasurer as primary contact point and manager of funds, respectively. The President and Treasurer are encouraged to build a larger team to run the Chapter and may include other roles such as Vice President and Event Officer.

President
• Ensures all activities are organised in line with the School's mission and policies;
• Ensures smooth transition for all role changes on the committee;
• Act as a primary contact person between the alumni and the Schoo's Alumni Relations team.

Treasurer
• Keeps accurate record of the Chapter's accounts;
• Liaises with Alumni Relations team on reimbursement matters;
• Manages the budget for Chapter's activities.

TERM LIMITS

Alumni Chapter Committee members serve for two years, with the possibility of extending for another two years (high performing Committees only – see above section on Assessment). Chapter Presidents can serve for no more than two consecutive terms (i.e. maximum four years).

ELECTIONS

The President of an Alumni Chapter Committee will be nominated and elected by Chapter members. The elected President will then form the rest of the Chapter Committee. Chapter members have the right to run for office, nominate other members and vote for candidates. In special cases, a President may be appointed by the School, and presidential appointments may be vetoed by the School.

SUCCESSION PLANNING

For the long-term success and sustainability of an Alumni Chapter, it is absolutely vital that its Chapter Committee pay significant attention to succession management. Searching for the next team should be the first and last job of every Committee member.

It is beneficial to the Committee if new appointments are staggered where possible, to ensure an element of continuity and experience of the Committee. Without the willingness of volunteers, the network of Alumni Chapters would not exist. It is therefore important for a chapter to keep seeking new volunteers, and encouraging them to become involved in their community.

In the absence of willing or suitable volunteers to lead an Alumni Chapter, the School may temporarily suspend the Chapter's activities until an appropriate leader is identified.

FUNDING

Each year, the School sets aside a small budget to support selected Alumni programmes initiated by the Alumni Chapter. At least 80% of the event attendees must be LKYSPP alumni, students, faculty or staff. The financial support is up to SGD 1,000 a term year on a 1-to-1 co-funding basis, following the term date of the Chapter Committee.

For example, if the committee's term starts from 1 January 2022 and ends on 1 January 2024, the first $1,000 will apply from 1 January 2022 to 1 January 2023, while the second $1,000 will apply from 2 January 2023 to 1 January 2024. If the chapter's activities incurred expenses of SGD 3,000 between 1 January 2022 and 1 January 1 2023, the School will reimburse SGD 1,000. If the chapter's activities incurred expenses of SGD 800 between 2 January 2023 and 1 January 2024, the School will reimburse SGD 400.

To support newly established Alumni Chapters, the School will provide funding of up to SGD 1,000, on a reimbursement basis, for the first year after the Chapter is set up (this is known as 'seed funding'). For example, if the alumni event expenses are SGD 800, the school will provide full reimbursement. Unused funds cannot be carried forward to subsequent year(s).

Thereafter, Alumni Chapters are expected to be predominantly self-funded. Alumni Chapters are encouraged to raise funds for their activities through event registration fees, membership fees, sponsorship, donations or other activities.

Alumni Chapters should seek case-by-case approval for this funding by submitting a proposal to the Alumni Relations team at lkysppalumni@nus.edu.sg at least 14 days in advance of the activity, and avoid making any financial commitment beforehand. The funding will be disbursed on a reimbursement basis upon submission of relevant receipts and supporting documents including a post-event write-up, event photos and attendance list. LKYSPP may use the event photographs for marketing and publication purposes.

For events initiated by the School, all expenses will be covered by the School.

The financial support provided will be in accordance with NUS guidelines which should not exceed the below amount per person (nett in SGD):
      Breakfast/Tea: SGD 40
      Lunch: SGD 75
      Dinner: SGD 120

Tips are not reimbursable.

PUBLICITY

Alumni Chapter Name

To ensure consistency, Alumni Chapters shall follow a standard naming convention with the LKYSPP branding in front of the Chapter's name: LKYSPP Alumni [Country/Region/City] Chapter, e.g. "LKYSPP Alumni Singapore Chapter".

For alumni-led initiatives, it is important to explicitly identify the organising body. For instance, instead of using expressions like "LKYSPP hosted a webinar with ABC University," please use more precise language such as "The webinar, conducted in collaboration with ABC University, is an alumni-led initiative organised by the LKYSPP Alumni XX Chapter."

Alumni Chapter Logo

Use of an Alumni Chapter Logo shall be for the sole purpose of operating a Chapter for the benefit of alumni. This includes organising social, educational and networking events for alumni and friends of the School in the region, and promoting and marketing such activities in print and electronic forms.

Alumni Chapters should only use the latest version of chapter logos as shown below (e.g. LKYSPP Alumni Singapore Chapter) for chapter-initiated activities.

SINGAPORE ALUMNI

Lee Kuan Yew School of Public Policy

National University of Singapore

Alumni Chapters must not use the NUS logo, LKYSPP logo, LKYSPP Alumni Logo, or the recognised status of the Alumni Chapters, in any way which may cause confusion as to the nature of its relationship with the School and NUS, or which might adversely affect the image, reputation, goodwill, distinctiveness, or prestige of the School and NUS.

RESPONSIBILITIES OF CHAPTER COMMITTEES

The Chapter Committee shall ensure that all the activities of the Chapter shall, at all times be carried out in accordance and in compliance with the laws of the country in which the Chapter is based.

In particular, when dealing with Alumni's personal data received from the School, the Chapter Committee will:

a) Only use such personal data for the purposes of updating alumni data and organising LKYSPP alumni related activities and events;

b) Not store any personal data in data clouds and take reasonable steps to keep such personal data secure and prevent against accidental or unlawful destruction or loss, alteration, unauthorised disclosure or access and to inform the School in writing as soon as you are aware of, or reasonably suspect that any of the aforementioned events has occurred including taking all steps necessary to remedy the event and prevent its re-occurrence;

c) Not retain any personal data longer than is necessary. In this respect, upon retiring from your role as Committee members, you will return all such personal data immediately to the School and shall not retain a copy of the same;

d) Keep such personal data in full confidence and not to transfer or disclose such personal data received from the School to any other parties without prior written approval and further instructions of the School;

e) Keep the School updated of any change in contact details and employment details of your Chapter members;

f) Secure data transfer by always encrypting the data list.

ALUMNI CHAPTER TOOLKIT FOR NEW COMMITTEES

All new Chapter committees should receive the following:
1. Alumni database of the chapter (password protected)
2. Chapter logo
3. Activity Proposal Form
4. Alumni Chapter Handbook

REVIEW AND TERMINATION

Alumni Chapters are subjected to an annual review by the School to assess their objectives and activities. At any point in time, if the objectives and activities of the Chapter are not aligned with NUS' and LKYSPP's missions and goals, the School reserves the right to:

• Request immediate adjustments and/or changes to re-align with NUS' and LKYSPP's missions and goals;
• Renew the leadership of the Chapter;
• De-register the Chapter; and/or
• Withdraw any permission or terminate any license for the use of LKYSPP name, trademarks and/or use of any collaterals.

Through successful planning and rotating of committee members, Chapters will, we hope, continue to exist for many years. Occasionally, however, Chapters may feel they are unable to continue. If you are in this situation, please contact the Alumni Relations Team for help.